

8 March 1985

Organization and Mission—Field

**ESC PERSONNEL SUPPORT TO NSA ACTIVITIES (U)**

(FOUO) This regulation states the responsibilities and support of the HQ ESC staff (reference attachment 1) and ESC parent-unit commanders in supporting ESC personnel assigned to NSA field activities. This includes squadrons, operating locations (OLs) and detachments. This regulation does not apply to Air Force Reserve units.

**1. (U) Responsibilities:**

**a. (U) HQ ESC/XPM will:**

(1) (U) Assign ESC support elements to the appropriate intermediate headquarters or designated ESC operational unit.

(2) (U) Upgrade large NSA-controlled OLs to detachment status.

(3)

**b. (U) ESC parent-unit commanders will:**

(1) (FOUO) Conduct a semiannual staff support visit to NSA-controlled squadron, OL, or detachment:

(a) (U) Coordinate each visit with the onsite NSA chief for concurrence.

(b) (U) Avoid intrusion into the NSA operation onsite.

(c) (FOUO) Not exercise operational control (and normally, neither effectiveness reporting nor indorsing roles) over personnel assigned to NSA-supported squadrons, OLs, or detachments.

(2) (U) During the visit, determine adequacy of support (such as housing, messing, pay, CBPO, etcetera) being provided to the squadron, OL, or detachment (see attachment 1):

(a) (U) When possible, resolve support matters with the host.

(b) (U) When necessary, report those instances of inadequate support to HQ ESC/CS for resolution.

(3) (U) Identify, document, and report to HQ ESC/DP any instances of ESC military personnel and reservist utilization and assignment which appear contrary to Air Force career-management and personnel-management directives.

(4) (FOUO) Within 10 days of each visit to the NSA-controlled squadron, OL, or detachment, provide HQ ESC/CS and appropriate functional major staff office a message report of visit findings indicating:

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OPR: XPMMO (Carolyn Ward)

Approved by: William J. Thornton

Editor: Jane L. Weddle

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MEMORANDUM OF AGREEMENT BETWEEN  
USAFE AND USAFSS, 28 NOVEMBER 1978.  
DECLASSIFY ON ORIGINATING AGENCY'S  
DETERMINATION REQUIRED.

(a) (U) Adequacy of support observed.

(b) (U) Support problems resolved.

(c) (U) Support problems needing HQ ESC assistance.

(d) (U) Noted instances of assignments contrary to Air Force career or personnel management directives which appear to require coordination or resolution with HQ NSA officials.

(5) (U) Ensure adequate recognition of ESC personnel thru its internal and public functions according to AFR 180-1. Clear mission-related stories with HQ ESC/PA, thru channels, before publication or release. The unit commander will appoint, in writing, an NCO or officer to carry out Public Affairs tasks and responsibilities as an additional duty.

(6) (U) Appoint, on orders, the senior officer on duty with the detachment as the commander or designate in writing the OL's senior ESC member as the chief or CIC for all matters outside the NSA operational sphere. These matters include military discipline, AF standards, assigning additional duties and details, maintaining an open problem-solving and grievance channel, and explaining policy or changes which affect military personnel. The parent-unit ESC unit commander will advise the detachment commander or OL chief that the detachment commander or OL chief reports to the parent-unit's commander for all such matters and will seek the parent-unit commander's assistance when necessary.

c. (U) Functional major staff officers will:

(1) (U) Upon receiving all visiting unit-commander reports, take corrective action to resolve any discrepancy problem:

(a) (U) Coordinate appropriate career-management findings with HQ NSA for possible resolution.

(b) (U) Ensure that the unit commander is informed on corrective actions taken and that NSA adjustments are made.

(2) (U) Advise the Command Section of problems encountered in resolving matters reported by the unit commanders.

(3) (U) Maintain visit reports and followup records.

2. (U) Reports Required. The reports required by this regulation are exempt from assignment of a reports-control symbol according to AFR 178-7, paragraph 1-7(4), 29 November 1976.

**FOR THE COMMANDER**

R. C. DIEKMEIER, Lt Col, USAF  
Director of Administration

1 Attachment  
ESC Personnel Support to NSA Activities (U)

**SUMMARY OF CHANGES**

(U) Revision updates regulation, deletes HQ ESC/CF support, and adds HQ ESC/PA support (attach 1, para h).

**ESC PERSONNEL SUPPORT TO NSA ACTIVITIES (U)**

(U) In addition to the guidance given in the basic regulation, the following are areas of support which may be required from the parent staff:

a. (U) DP:

(1) (U) GSU-P support, AFM 30-130, Volume II, as required; Social Actions, AFR 30-2, as required.

(2) (U) Parent units must ensure adequate logistic, administrative, and personnel support are provided to ESC reservists.

b. (U) LG. On the first visit, determines the necessity for an AFR 11-4 agreement or an interservice support agreement. If necessary, the support-agreement monitor of the parent ESC unit will assist the squadron, OL, or detachment in negotiating the agreement.

c. (U) IG:

(1) (U) Parent units must include the NSA squadrons, OLs, or detachments in their accident-prevention program plans and establish ground-safety procedures (AFR 127-2/ESC Sup 1).

(2) (U) Parent units must include accident and exposure data for the squadrons, OLs, or detachments in their monthly RCS: HAF-IGF(M)7113 report (AFR 127-4/ESC Sup 1).

(3) (U) Parent units must ensure that all accidents experienced by the squadron, OL, or detachment personnel are properly reported according to AFR 127-4. Parent units should receive and review accident reports involving the squadron, OL, or detachment personnel and any Air Force equipment.

(4) (U) Ground-safety personnel of parent units should generally serve as a point of contact for the squadrons, OLs, or detachments on Air Force safety matters if they do not have this service provided by a nearby Air Force installation. Parent unit safety personnel should be ready to provide advice, assistance, and general guidance on any Air Force safety matters as the need arises.

d. (U) IN:

(1) (U) Ensures that the squadron or detachment commander or OL chief obtains indoctrination and debriefing agreements (DD Form 1847, Sensitive Compartmented Information—Indoctrination Acknowledgement, and DD Form 1848, Sensitive Compartmented Information—Termination Acknowledgement) for newly assigned or departing personnel (USAFINTEL 201-1, paragraphs 13-35 and 13-51).

(2) (U) Provides personnel status changes and behavioral data to the parent unit and HQ ESC/IN (USAFINTEL 201-1, chapter 13).

(3) (U) Ensures that command personnel are reindoctrinated every 2 years (USAFINTEL 201-1, paragraph 13-36).

(4) (U) Assists, as appropriate, in obtaining necessary forms for the 5-year reinvestigation bringup (BU) (USAFINTEL 201-1, paragraph 13-12b).

NOTE: (U) Local CBPO provides names of personnel requiring a BU approximately 6 months before the suspense date for receipt of forms at this headquarters.

(5) (U) Responds to inquiries from this headquarters relating to personnel security.

e. (U) DA. Parent units must ensure that the host is providing adequate support in the following areas:

(1) (U) Distribution of official mail thru the Base Information Transfer System (BITS).

- (2) (U) Facilities for delivering personal mail (AFR 182-1, Volume 1).
- (3) (U) Courier service (provided by ARFCOS detachment) (AFRs 182-14 and 182-25).
- (4) (U) Opportunity for personnel to attend an effective writing course if conducted (AFP 13-1).
- (5) (U) Orders breakout for TDY orders to each squadron, OL, or detachment (AFR 10-7/ESC Sup 1).
- (6) (U) Forms requisitioning and management (AFR 7-1/ESC Sup 1 or ESCR 7-1 and AFR 8-2/ESC Sup 1).
- (7) (U) Documentation management (AFR 12-1 and AFMs 12-20 and 12-50).
- (8) (U) Documentation training (AFR 12-60 and AFP 12-61).

f. (U) DO. Parent units must advise the squadrons, OLs, and detachments of DEFCON changes occurring in their theater of operations. Exceptions may be granted for squadrons, OLs, and detachments supporting a theater authority who receives notification for that authority. Authority: Emergency Actions Procedures, USAF.

g. (U) AC. Parent units will program, budget, and fund thru appropriate Air Force channels (or arrange thru AFR 11-4 support agreement) for Air Force departmental support requirements, such as medical support travel, local Air Force training, administrative affairs, housing, legal affairs, Social Actions programs, welfare, morale, recreation, and other base operating support. AC will ensure that funding is included in operating budgets and will centrally fund and issue fund citations for emergency-leave requirements (MAC airlift charges) and NCO Academy and Leadership School participation.

h. (U) PA. PA will provide guidance and support for unit Public Affairs initiatives and be available for any emergency assistance needed by the unit.